



Personal Property Consignment Instruction Guide - Online (PPCIG-OL)

General User Instruction Guide

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TABLE OF CONTENTS

1	Introduction	1
1.1	Objectives	1
1.2	Benefits	1
1.3	Features	1
1.4	Potential Enhancements	1
1.5	Document Organization	2
1.6	Terms and Abbreviations	2
2	User Access and Registration	3
2.1	User Groups	3
2.2	Web Browser Access	3
2.3	PPCIG-OL Public User Access	3
3	PPCIG-OL Application	5
3.1	Home Tab	5
3.1.1	Warning Sub-Tab	5
3.1.2	General Sub-Tab	6
3.1.3	Enhancements Sub-Tab	6
3.1.4	Appendices Sub-Tab	7
3.1.5	External Links Sub-Tab	7
3.1.6	How to Login Sub-Tab	8
3.1.7	About Help Sub-Tab	8
3.2	Query CG Tab	9
3.2.1	Domestic PPSO Sub-Tab	9
3.2.2	International PPSO Sub-Tab	10
3.2.3	Query Country Instruction Sub-Tab	11
3.2.4	GBLOC/DODAAC	11
3.2.5	Modified CG Sub-Tab	12

LIST OF FIGURES

Figure 2.1-1. Authorized User Groups	3
Figure 3.1-1. PPCIG-OL Home Page (Public Users)	5
Figure 3.1.2-1. General Page	6
Figure 3.1.3-1. Enhancements Page	6
Figure 3.1.4-1. Appendices Page	7
Figure 3.1.5-1. Links to External Sites	7
Figure 3.1.6-1. How to Login Page	8
Figure 3.1.7-1. About Help Page	8
Figure 3.2.1-1. Domestic PPSO Page	9
Figure 3.2.2-1. International PPSO Page	10
Figure 3.2.3-1. Query Country Instruction Page	11
Figure 3.2.4-1. Query CG by GBLOC or DODAAC Page	11
Figure 3.2.5-1. Modified CG Page	12

1 INTRODUCTION

The Personal Property Consignment Instruction Guide – Online (PPCIG-OL) was implemented as a web-based application to manage the Consignment Instruction Guide process for the Department of Defense (DoD) transportation community. PPCIG-OL replaces the manual process for managing consignment instruction guide information.

The application is deployed in the SDDC production environment, and is available to authorized users. It interfaces with the Electronic Transportation Acquisition (ETA) system for user authentication and user profile information. It also interfaces with the Transportation Operational Personal Property Standard System (TOPS) Reference Tables for transmitting updated consignment information to the TOPS servers worldwide.

1.1 Objectives

The PPCIG-OL objectives are to:

- Provide Personal Property Shipping and Processing Offices worldwide with an online capability to manage consignment instructions.
- Establish a secure, user friendly, intuitive, data-driven system that is accessible via the Internet via a web browser.

1.2 Benefits

The user community can experience a number of benefits from using PPCIG-OL, including:

- Automate data collection, validation, and publication of PPCIG data
- Eliminate misrouted shipments and the costs of recovering the shipments
- Eliminate the assignment of invalid contractors and the associated delays
- Enable the downloading and printing of PPCIG data in Portable Document Format (PDF)
- Transmit daily updates to the TOPS servers located worldwide.

1.3 Features

The primary features of the PPCIG-OL application include:

- View/update consignment information
- Reassign responsibilities for Base Realignment and Closure (BRAC) process
- Print hardcopy guide in PDF
- Secure, authorized, user login
- User friendly, browser-based access
- Hyperlink tab for each major function
- Integrate with the TOPS Reference tables and the ETA secure environment.

1.4 Potential Enhancements

The following enhancements have been identified by the users for PPCIG-OL. They can be considered for future versions of the application.

- Allow users to find out the timeframe i.e. ("From" and "To") dates for future primary contractors.
- Allow users to perform a national "All States" search query against the Consignment Guide (CG) for Personal Property Shipping Offices (PPSOs).
- Allow Regional Storage Management Offices (RSMOs) to reassign DPM zones, in addition to the effective date, for the Base Realignment and Closure (BRAC) process.

1.5 Document Organization

This document is organized as follows:

1. Introduction – Presents an overview, objectives, benefits, features, enhancements, document organization, reference documents, and terms and abbreviations.
2. User Access and Registration – Describes the web browser access, ETA registration, and user login/logoff.
3. PPCIG-OL Application – Presents detailed user instructions with accompanying screenshots.

1.6 Terms and Abbreviations

The following terms and abbreviations are used throughout this document.

Term	Definition
BOA	Basic Ordering Agreement
BRAC	Base Realignment and Closure
CDR	Critical Design Review
DoD	Department of Defense
ETA	Electronic Transportation Acquisition
GBLOC	Government Bills of Lading Location Code
JAD	Joint Application Development
PDF	Portable Document Format
PPCIG-OL	Personal Property Consignment Instruction Guide – Online
PPPO	Personal Property Processing Office
PPPSB	Passenger and Personal Property Systems Branch
PPSO	Personal Property Shipping Office
RSMO	Regional Storage Management Office
RTM	Requirement Traceability Matrix
SDPP	Formerly DCSPPP - Deputy Chief of Staff for Passenger & Personal Property
SDS	System Design Specification
SRS	Software Requirements Specification
TAM	Traffic Advisory Message
TO	Transportation Office
TOPS	Transportation Operational Personal Property Standard System
UML	Universal Modeling Language
USTRANSCOM	United States Transportation Command

2 USER ACCESS AND REGISTRATION

Users who need access to PPCIG-OL must enter through the Electronic Transportation Acquisition (ETA) system. The system provides a single point of access to SDDC web applications as well as links to other transportation sites.

2.1 User Groups

The PPCIG-OL application is available to personnel from specific user groups, as shown in Figure 2.1-1. Each user group has a prescribed set of access rights (including view, add, update) to some or all of PPCIG-OL.

Figure 2.1-1. Authorized User Groups

User Group	Function
Passenger and Personal Property Support Branch (PPPSB)	Systems Administration support staff who are responsible for ensuring that TOPS, PPQ-Web, PPCIG and other related systems and software applications for the Personal Property group of SDDC are developed, maintained and operational. HQSDDC personnel only.
Deputy Chief of Staff for Passenger and Personal Property (SDPP) (formerly DCSPPP)	Functional administrative staff who oversee all functional operations for Passenger and Personal Property at SDDC, and are ultimately responsible for the accuracy of the Consignment Guides created in the PPCIG. HQSDDC personnel only.
Area Commands	Transportation administrative staff working at Command centers who are responsible for knowing and maintaining country-specific information. SDDC Area Command personnel only.
Personal Property Shipping Offices (PPSOs)	Provides PPCIG-OL functional administration throughout the world. Worldwide PPSO personnel only.
Regional Storage Management Offices (RSMOs)	Provides functional administration at regional offices throughout the United States. RSMO personnel only.
SDDC HQ (formerly SDDC Systems Response Center)	Response Center help desk personnel. HQSDDC personnel only.
Public	Service personnel worldwide, SDDC personnel, contractors, and general public. Anyone who does not fit the above categories/functions.

2.2 Web Browser Access

PPCIG-OL is a web-based application, which allows access via the following web browsers:

- Internet Explorer 5.5 and above
- Netscape Communicator 4.7 and above

The application has been designed and implemented to be browser-independent, and does not include features that are specific to a given browser.

Users can email a page by utilizing their browsers' email capabilities. For example, to send a page via email in Internet Explorer, from the main menu, select File, Send, and then select Page by Email to email the page. In Netscape, from the main menu, select File and then Send Page to email the page.

2.3 PPCIG-OL Public User Access

PPCIG-OL, like most SDDC web applications, is registered at ETA, however, public users who do not wish to register with ETA, may access according to the following steps:

1. Open your browser and enter the URL for ETA, <https://eta.sddc.army.mil>.
2. Click on Personal Property on the left side of the main ETA page.
3. Scroll down and click on Personal Property Consignment Instruction Guide (PPCIG Public).

3 PPCIG-OL APPLICATION

PPCIG-OL was designed for maximum ease of use and user friendliness. The application contains a well-organized navigation bar that allows users to quickly access the desired functions. It also contains context-sensitive help to answer typical user questions.

Navigation. PPCIG-OL is organized by function. Each function is highlighted as a tab in the navigation bar at the top of all of the pages. The main tabs are:

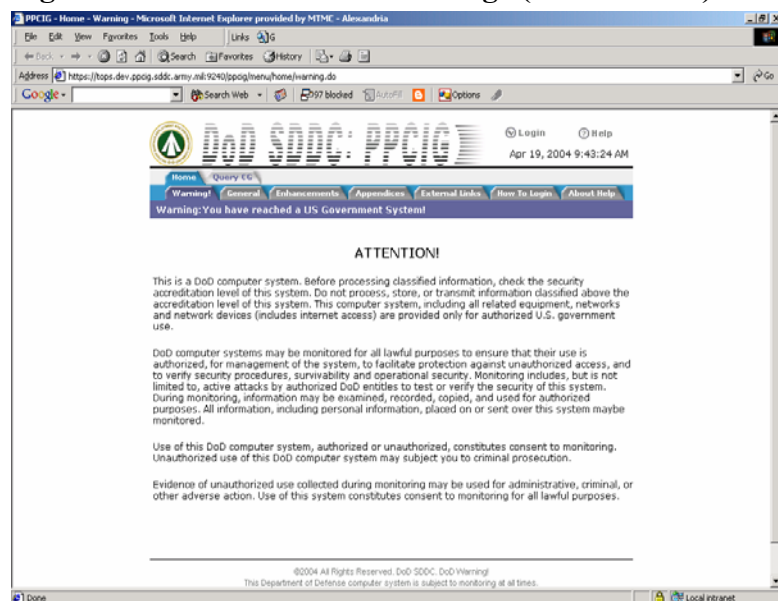
- Home
- Query Consignment Guide (CG)

Help. PPCIG-OL contains extensive context-sensitive help screens to guide users through each of the functions. The “Help” icon is located in the upper right portion of each screen, just above the user name and date.

3.1 Home Tab

The PPCIG-OL home page for the public user group is shown in Figure 3.1-1. As mentioned in Section 2.1, each user group has a prescribed set of access rights to some or all of the PPCIG-OL application.

Figure 3.1-1. PPCIG-OL Home Page (Public Users)



A public user is anyone who does not have an ETA-registered user id and password or who chooses not to login to the application. Such users can view the tabs, and associated sub-tabs, for Home and Query CG.

3.1.1 Warning Sub-Tab

The Warning page (home page default) is shown above in Figures 3.1-1.

3.1.2 General Sub-Tab

The General page presents a general description of the PPCIG-OL application.

Figure 3.1.2-1. General Page



3.1.3 Enhancements Sub-Tab

The Enhancements page presents a list of possible enhancements, highlighted in Section 1.4, that have been discussed by the members of the user groups. These enhancements can be considered for implementation in future versions of PPCIG-OL.

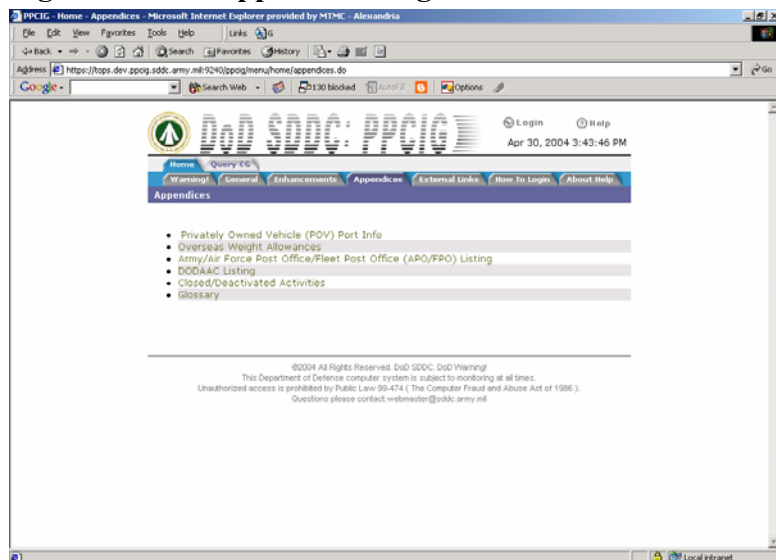
Figure 3.1.3-1. Enhancements Page



3.1.4 Appendices Sub-Tab

The Appendices page presents several hyperlinks to internal SDDC documentation. These documents can be used as references for PPCIG-OL users.

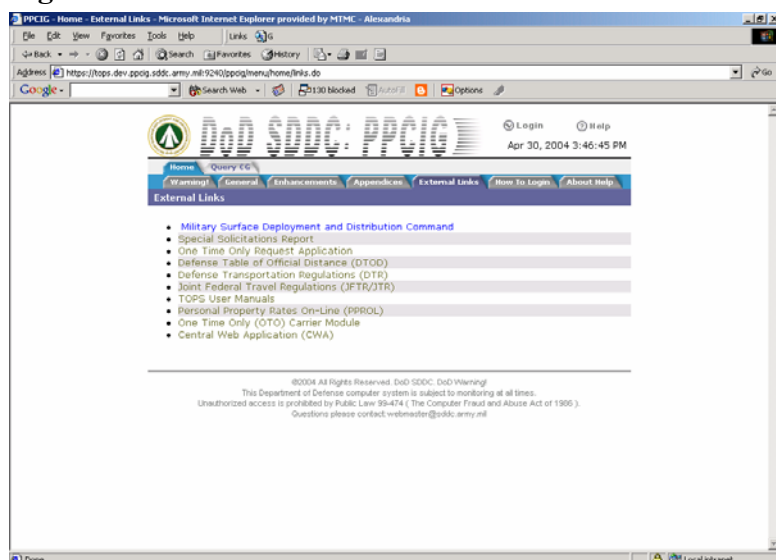
Figure 3.1.4-1. Appendices Page



3.1.5 External Links Sub-Tab

The External Links page presents several hyperlinks to external sites, including the Defense Table of Distances (DTOD) and the Defense Transportation Regulations (DTR).

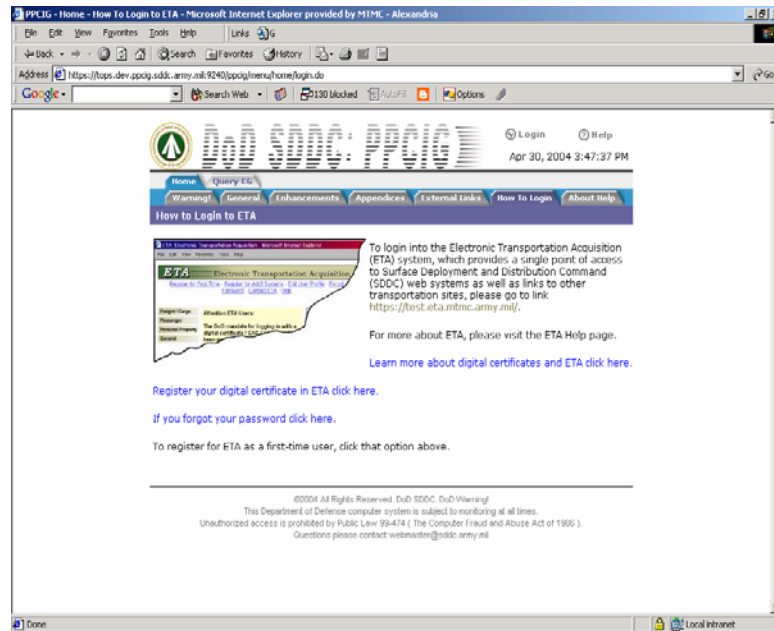
Figure 3.1.5-1. Links to External Sites



3.1.6 How to Login Sub-Tab

Users can login to PPCIG-OL, using their browsers, by having a valid userid and password issued through the Electronic Transportation Acquisition (ETA) system. As described in Section 2.3, the ETA system provides a single point of access to SDDC web systems as well as links to other transportation sites. Figure 3.1.6-1 highlights the instructions for ETA registration.

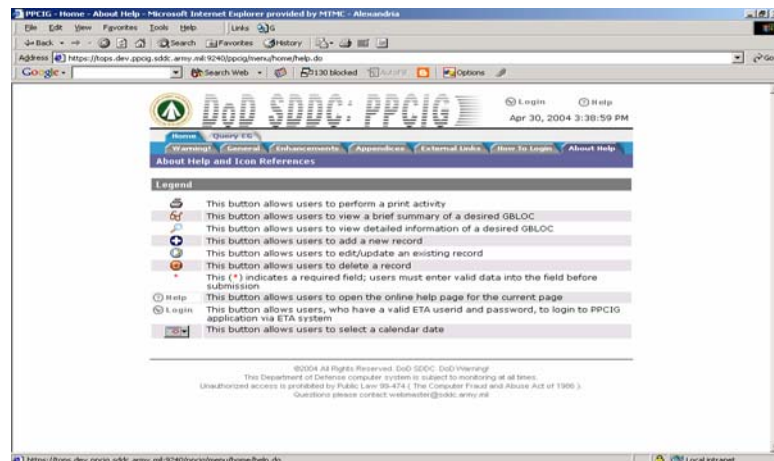
Figure 3.1.6-1. How to Login Page



3.1.7 About Help Sub-Tab

The About Help page, shown in Figure 3.1.7-1 illustrates the buttons that are used throughout the PPCIG-OL application. These include “Print”, “Details”, “Add”, “Edit”, and “Delete”. There are also command buttons for selecting “Calendar” dates, “Login”, and Online “Help” functions.

Figure 3.1.7-1. About Help Page



3.2 Query CG Tab

The Query Consignment Guide (CG) tab consists of the following sub-tabs: Domestic PPSO, International PPSO, Country Instruction, GBLOC/DODAAC, and Modified CG.

3.2.1 Domestic PPSO Sub-Tab

This sub-tab allows users to query the CG for Domestic PPSO instructions by selecting “Custom Selection” or “All Domestic Consignment Guides” and by following the steps in Figure 3.2.1-1.

When selecting the Custom Selection radio button, users may use the “%” as a wildcard search. For example, if users enter “L%”, the query will return all counties/cities that begin with the letter 'L' in the chosen state. If users enter “%L”, the query will return all counties/cities that end with the letter 'L' in the chosen state. In addition, if users enter “%L%”, the query will return all counties/cities containing the letter 'L' in the chosen state. The search feature in PPCIG application is not case sensitive.

Figure 3.2.1-1. Domestic PPSO Page

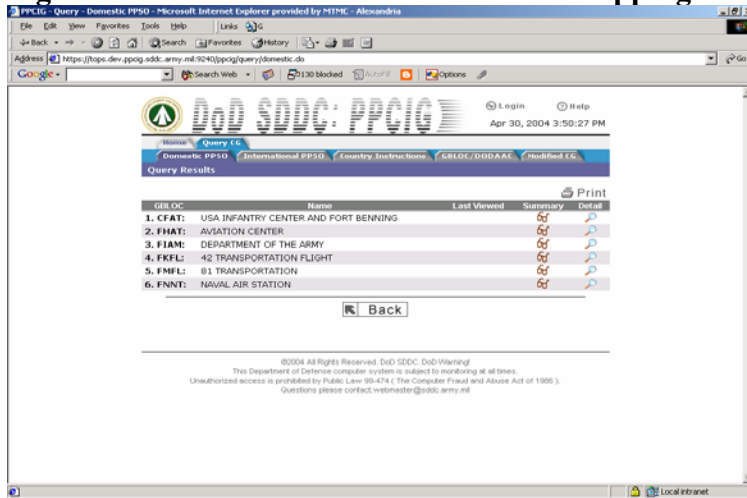
Custom Selection

1. Select the Custom Selection radio button (default)
2. Select the state using the pull down menu.
3. Enter the city or county if appropriate
4. Select the effective date if applicable.
5. Click the Submit button.

All Domestic Consignment Guides

1. Select the All Domestic Consignment Guides radio button
2. Click the Submit button

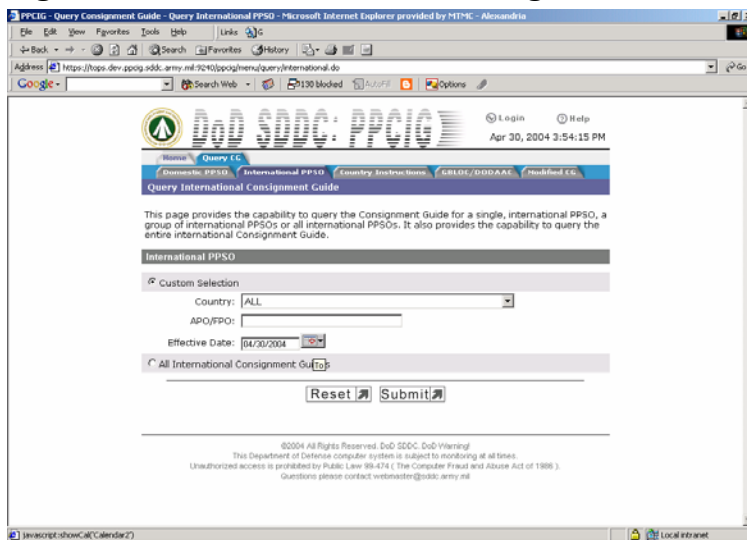
Figure 3.2.1-2, presents the results of the query. The screen also enables users to view the summaries or details of the instruction, by clicking on the appropriate icon.

Figure 3.2.1-2. Instructions for Domestic Shipping Offices**Review Instructions**

1. The results of the query show instructions for domestic shipping offices for a given state.
2. Click the Summary (glasses) button to see a summary of the instructions.
3. Click the Details button (magnifying glass) to see the detailed instructions.
4. Click the Back button to return to this page.

3.2.2 International PPSO Sub-Tab

This sub-tab allows users to query the CG for International PPSO instructions by selecting “Custom Selection” or “All International Consignment Guides” and following the steps in Figure 3.2.2-1.

Figure 3.2.2-1. International PPSO Page**Custom Selection**

1. Select the Custom Selection radio button (default)
2. Enter the country or APO/FPO.
3. Select the effective date if applicable.
4. Click Submit.

All International Consignment Guides

1. Select the “All International Consignment Guides” radio button.
2. Click Submit.

3.2.3 Query Country Instruction Sub-Tab

This sub-tab allows ALL users to query the country instructions by selecting “Custom Selection” or “All Country Instructions” and following the steps in Figure 3.2.3-1.

Figure 3.2.3-1. Query Country Instruction Page

Custom Selection

1. Select the “Custom Selection” radio button (default).
2. Enter the country or APO/FPO.
3. Click Submit.

All Country Instructions

1. Select the “All Country Instructions” radio button.
2. Click Submit.

As before (in Section 3.2.1), the query will return the requested results. Users will then be able to view the details, by clicking on the appropriate buttons.

3.2.4 GBLOC/DODAAC

This sub-tab allows users to query the instructions by GBLOC or DODAAC and following the steps in Figure 3.2.4-1.

Figure 3.2.4-1. Query CG by GBLOC or DODAAC Page

Query CG

1. Click the GBLOC or DODACC radio button.
2. Enter the desired GBLOC or DODAAC.
3. Click Submit.

As before (in Section 3.2.1), the query will return the requested results. Users will then be able to view the summary and details by clicking on the appropriate buttons.

3.2.5 Modified CG Sub-Tab

This sub-tab allows users to query the instructions that have been modified for a selected time period by selecting the desired dates and following the steps in Figure 3.2.5-1.

Figure 3.2.5-1. Modified CG Page

DoD SDDC: PPCIG
Query Modified Consignment Guide

This page provides the capability to query the Consignment Guide for all modified PPSOs (domestic and international), for the specified period of time.

Consignment Guides modified within last:

☐ One Month
☐ Two Months
☐ Three Months
☐ Four Months
☐ Five Months
☐ Six Months

Date Range

Set up your timeframe to query modified Consignment Guides

From: To:

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This Department or Defense computer system is subject to monitoring at all times.
Unauthorized access is prohibited by Public Law 96-474, The Computer Fraud and Abuse Act of 1986.
Questions please contact webmaster@ddoc.army.mil

Monthly Time Period

1. Select the desired period from “One Month” to “Six Months”.
2. Click Submit.

Date Range

1. Enter the “From” and “To” dates.
2. Click Submit.

As before (in Section 3.2.1), the query will return the requested results. Users will then be able to view the summary and details, and edit the details, by clicking on the appropriate buttons.